

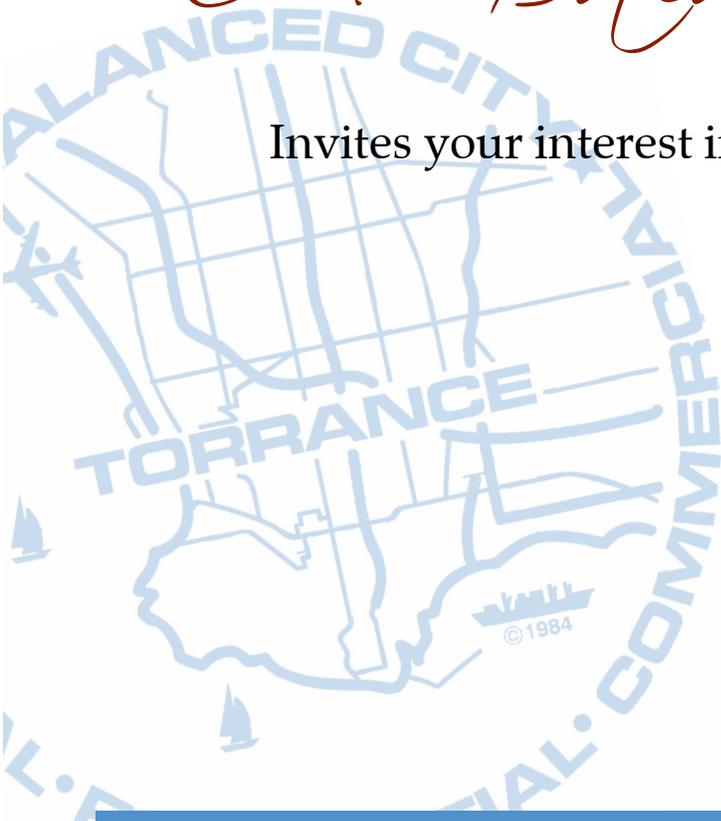
CITY OF
TORRANCE



A Balanced City

Invites your interest in the position of:

**Audit
Manager
(Non-Civil Service)**





The Community

The City of Torrance, located in Los Angeles County's South Bay, borders the Pacific Ocean and beach communities to the west and the Palos Verdes Peninsula to the south. Ideally situated near the 405 (San Diego) freeway and twenty minutes from the Los Angeles International Airport, Torrance occupies 21 square miles, including a 3/4 mile stretch of beach and the Madrona Marsh, a fresh water habitat. Torrance is within a 45 minute drive of many of Southern California's major attractions. Incorporated in 1921 and chartered in 1947, Torrance has a population of 147,405 and is the 8th largest city within Los Angeles County California. Due to its large employment base, the community's daytime population is significantly higher than the permanent population, peaking at 200,000. The area enjoys a pleasant year-round climate with moderate temperatures, gentle sea breezes, and low humidity. The City boasts 31 parks on 350 acres of parklands and open space. The 500 seat James Armstrong Theatre and the "theatre-in-the-round" Nakano Theatre within the Torrance Cultural Arts Center Complex are excellent venues for both professional and local productions. Helping to round out the community's cultural offerings is the nearby El Camino Community College campus that houses an art gallery, planetarium, and a 2,000 seat theatre. The community's population is culturally diverse as shown by the school district's estimate that its students speak over 80 languages. Contributing to this diversity are world class international companies such as American

Honda Motor Company, Robinson Helicopter, and Panasonic which call Torrance home. Four major shopping centers are located in Torrance, including the Del Amo Fashion Center, one of the largest shopping centers in the world and currently undergoing a significant expansion and renovation. Overall, Torrance is a quality of life oriented community that offers a wide variety of entertainment, recreation, cultural, and volunteer opportunities.

City Government

The City of Torrance is governed by the Mayor-Council-City Manager form of government with an elected Mayor and six Council Members who appoint a City Manager and a City Attorney. City Clerk and City Treasurer are also elected. The Executive team works under the direction of the City Manager based on merit principles. Torrance is a full service city with an annual budget of approximately \$290 million and a staff of over 1,300 organized in 13 departments.

Finance Department

The Finance Department is a dynamic organization whose mission is to protect the City's assets while providing and supporting the Torrance community with sound financial advice in a timely, cost effective and professional manner. Managing the department's \$4.8 million budget and day to day operations is skillfully executed by 44 staff members.

The Finance Director assists the City Manager in the operation and capital improvement budgets, serves as advisor to the Land Management Team, and presents to the City Council an annual audited statement of the City's financial condition prepared in accordance with governmental reporting standards promulgated by the Governmental Accounting Standards Board (GASB).

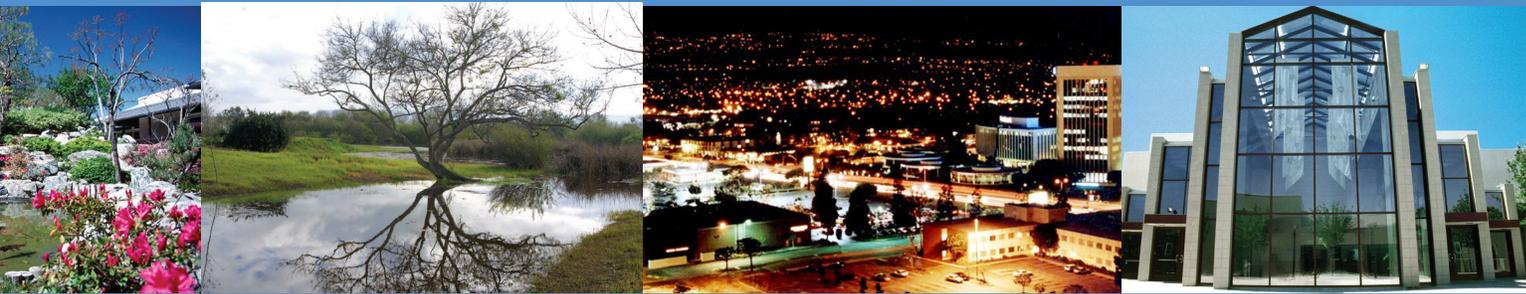
The Position

The City of Torrance Finance Department is seeking a dynamic, results-driven Audit Manager to join its team. Under the general direction of the Finance Director and Assistant Finance Director, the Audit Manager plans, organizes, and directs the activities of the Audit Division. The Audit Manager also oversees three permanent employees and two interns, providing technical guidance in addition to training, monitoring, and evaluating work.

The Audit Manager is responsible for:

- Overseeing and participating in external and internal audits;
- Analyzing complex financial data and preparing financial reports;
- Establishing performance requirements and personal development targets; and
- Reviewing and ensuring appropriate internal controls for areas of responsibility.

For a detailed position description, please visit www.TorranceCA.Gov/22045.htm.



Candidate Profile

Any combination of education and experience that provides the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Graduation from a recognized four-year college or university with a major in accounting, finance, business administration, or a closely related field and at least five years of progressively responsible financial experience in accounting, budgeting, or auditing, preferably in a governmental agency.

License/Certificate

Must possess an appropriate, valid California Class C driver's license and certification as a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA).

The Audit Manager must also possess knowledge of the following:

- Principles, practices, philosophies, and techniques of auditing;
- Effective internal control systems and sound management practices;
- Fraud analysis and prevention;
- Statistical sampling and Electronic Data Processing; and
- Applicable federal, state, and local laws and regulations.

In addition to the above qualifications, the **ideal** candidate has:

- Strong technical and analytical skills in public sector finance, primarily in audit management;
- Proven critical thinking and problem-solving skills;
- Team player orientation with solid communication and managerial abilities;
- Knowledge of management and supervisory principles, including coaching and employee relations; and
- Experience with project and program management.

Special Requirements

Work is primarily performed indoors in an office setting. Work involves frequently changing priorities and the ability to meet deadlines. There will be off-site assignments and attendance at off-site meetings and conferences. On occasion, work will be required on evenings and weekends.



Compensation & Benefits

- **Monthly Salary Range:**
Minimum \$9,168 - Reference \$11,103 - Maximum \$12,768. Appointments are typically made between the minimum and the reference point range, depending on qualifications.
- **Retirement** – Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS) which is funded through contributions from both the employer and employee.
- **Social Security and Medicare** – Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare.
- **Deferred Compensation** – A City Deferred Compensation Plan is available. The City will match contributions to the Deferred Compensation Plan up to 0.5% of the monthly base salary.
- **Life and Accidental Death Insurance Coverage** – The City pays the premium for \$100,000 group term life and \$100,000 Accidental Death and Dismemberment coverage. Supplemental coverage is also available.
- **Short Term/Long Term Disability** – The City pays 100% of the premium which offers up to 2/3 income protection.

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- **Health Insurance** – The City provides health insurance (HMO or PPO) through CalPERS. The City contributes up to \$1,020.96/month for family coverage. Premium costs paid for by the employee above the \$1,020.96/month can be made on a pre-tax basis.
- **Dental Insurance** – The City provides dental insurance through Delta Dental (DHMO or PPO). The City pays for up to two-party coverage (\$76.44/month). Premium costs paid by the employee for family dental coverage above the \$76.44/month can be made on a pre-tax basis.
- **Personal Leave** – The City provides Management employees a personal leave allowance of 27 hours which is granted at the beginning of each fiscal year.
- **Reimbursable Expenses** – The City provides Management employees with \$750 per fiscal year for eligible expenses such as unreimbursed medical expenses, training or tuition reimbursement, or purchase of City compatible computers/equipment.
- **Flexible Spending Account** – Employees may choose to participate in pre-tax payroll deductions which are deposited into an account that can be used for qualifying medical and dependent care expenses.
- **Tuition Reimbursement** – The City reimburses up to \$1,500 per fiscal year for tuition costs for voluntary off-duty job related courses.

- **Holidays, Sick Leave and Vacation Leave** – The City observes 13 paid annual holidays and provides accruals of 72 hours of Sick Leave. Vacation leave accrues based on months of service beginning with 9.33 hours per month in the first year. Sick Leave and Vacation Leave hours are accruable and may be accumulated.
- **9/80 Work Schedule** – The standard work schedule for the City of Torrance is 9/80. Working hours are every Monday-Thursday with alternate Fridays either 8 hour days or non-working days.

Application & Selection Process

Interested candidates must submit a resume with current contact information to Jobs@TorranceCA.Gov. Please reference Audit Manager in the subject line and ensure your resume clearly states if you are a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA).

Key Dates

The application filing period begins Monday, April 18, 2016 and is open until filled. The first review of applications will be those received by Monday, May 9, 2016 at 5:30 p.m. Only those candidates who best meet the City's needs will be invited to participate in the examination process.

The examination will consist of an oral interview.

Candidates with disabilities who require special testing arrangements must contact the Human Resources Division prior to the final filing date.

Additional Information

Visit www.TorranceCA.Gov to find out more information about our community.

In addition, the City of Torrance Conflict of Interest Code requires that employees in this classification file an annual Financial Disclosure Statement. Information about this requirement may be obtained from the City Clerk's Office.

As a condition of employment, candidates must pass a background check and a pre-employment medical examination.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.